AL-AMIN HOSSAIN /

PLANNING ENGINEER | PROJECT CONTROLS | EXCEL + GOOGLE SHEETS

Dhaka, Bangladesh · +880 1601 098829 · alaminho77ain@gmail.com · linkedin.com/in/ce-alamin

PROFESSIONAL SUMMARY

Civil Engineer with 2+ years of experience across mega EPC, residential, and bridge projects, including Rooppur NPP. Builds practical systems for construction planning, milestone tracking, project documentation, QA/QC records, BOQs, and planned-vs.-actual reporting. Strong working ability in Excel and Google Sheets, including AI-assisted formula development, workflow improvement, error checking, and dashboard-style reporting. Targeting Planning Engineer, Scheduler, Project Controls, or Documentation Engineer roles.

CORE SKILLS

Planning & Controls: Construction scheduling · Primavera P6 · WBS and baselines · CPM · look-ahead planning · milestone planning · progress measurement · planned vs. actual variance analysis

Excel & Google Sheets: Advanced spreadsheet workflow · trackers and logs · formulas and calculations · conditional formatting · data validation · dashboards and summaries · AI-assisted spreadsheet development

Commercial & Technical: BOQ preparation · quantity take-off · cost control · budgeting and forecasting · progress reporting · technical documentation · document control · transmittals and revision control

Quality & Coordination: QA/QC records · audit-ready submission packages · GOST documentation system · BNBC 2020 compliance · cross-party coordination · stakeholder follow-up · MS Office and Canva

SELECTED SPREADSHEET PROJECTS

Habit Tracker — Google Sheets: Created a personal habit-tracking workbook to log daily activity, monitor consistency, and review progress through structured summaries.

Money Management Plan — Excel / Google Sheets: Built a personal finance workbook for income, expenses, budget planning, savings targets, and monthly review.

Attendance Calculation & Log — Excel: Developed an attendance log and calculation sheet to organize daily records and summarize attendance performance.

PROFESSIONAL EXPERIENCE

Documentation & Planning Engineer | Jan 2026 – Present

The Civil Engineers Ltd. / Rooppur Nuclear Power Plant · *Ishwardi, Pabna*

- Manage 50+ milestone completion files in Excel and Google Sheets, tracking status, revisions, approval stages, planned dates, actual dates, and overdue actions.
- Built a pre-submission checklist for drawings, test reports, certificates, and QA/QC records; reduced estimated resubmission loops by 30% toward a 90%+ first-pass acceptance target.
- Compile audit-ready submission packages that cross-reference four record types so each quantity or result can be traced to a signed record.
- Coordinate document review and sign-off across TCEL, JSC ASE, and BAEC, maintaining clear transmittal, comments, revision, and approval history.
- Align documentation milestone dates with the Primavera P6 master schedule, WBS, baselines, and planned-vs.-actual tracking to escalate delays before they affect construction milestones.

Civil Engineer | Oct 2024 – Oct 2025

Desh Engineers and Consults · *Dhaka, Bangladesh*

- Prepared BOQs and quantity take-offs for 3+ concurrent residential and commercial projects, cross-checking quantities against the latest drawings.
- Built weekly and monthly work schedules and issued progress reports comparing planned vs. actual completion to support on-time delivery.
- Verified structural, plumbing, and finishing works against BNBC 2020 before concrete pours and close-out, flagging deviations early to prevent rework.
- Resolved timeline conflicts between contractors, consultants, and clients by resequencing activities and agreeing revised dates in writing.

PROFESSIONAL EXPERIENCE — CONTINUED

Site Civil Engineer | Jan 2024 – Sep 2024

M/S Projukty Prokousholy · *Nagarpur, Tangail*

- Maintained site diaries, material registers, and daily logs for a 74-metre RCC girder bridge, creating roughly 150 dated records across six months for a 25+ person workforce.
- Reconciled received vs. consumed materials weekly and identified shortages before they could stop a concrete pour.
- Performed quantity take-offs for bridge superstructure work and contributed to tender documentation, keeping quantities consistent between tender and executed work.
- Coordinated subcontractor and labour-crew handoffs across 25+ workers to protect the construction sequence.

Engineer Intern | Sep 2023 – Dec 2023

AK Builders Ltd. · *Dhaka, Bangladesh*

- Supported multi-storey residential construction through setting out, levelling, concrete quality checks, as-built records, and daily site safety monitoring.

EDUCATION

BSc in Civil Engineering | 2020 – 2024

International University of Business Agriculture and Technology (IUBAT) · *Dhaka, Bangladesh*

- CGPA: 3.12 / 4.00 · Thesis: Effects of Meteorological Parameters on Air Quality at Dhaka (Farmgate)

HSC — Science | 2017 – 2019

Ullapara Science College · *Sirajganj, Bangladesh*

- GPA: 4.83 / 5.00

CERTIFICATIONS & TRAINING

- Construction Scheduling — Columbia University (2026)
- Advanced Resource and Enterprise Management in Primavera P6 — Packt / Coursera (2026)
- Primavera P6: Project Setup and Basic Management — Packt / Coursera (2026)
- Oracle Primavera Basic — Oracle Badge
- Work Smarter with Microsoft Excel — Microsoft (2026)
- Canva Essentials — Canva (2026)
- GIS Basics — IUBAT Technical Training Centre (2023)

LEADERSHIP & LANGUAGES

Leadership: Organizing Secretary, IUBAT Students Association of Sirajganj — led a 12-person team across social and cultural events.

Languages: English (full professional proficiency) · Bangla (native)